

# Office of Public Instruction—Traffic Education Forms

## (Checklist with a brief description)



**Note:** All of the Traffic Education (TE) forms can be downloaded from our Web page at:  
[www.opi.mt.gov/drivered](http://www.opi.mt.gov/drivered)  
The Year End Report can be submitted online through IRIS.

### **TE 01 - Application for Approval Traffic Education Program for Young Novice Drivers**

*Deadline: August 1*

This form must be completed, sent in to the OPI and approved ***before*** the school starts its program. The application is for the coming school year and the summer following the school year. Example: 2007 - 2008 school year with summer 2008 program

### **TE 02 – School/Dealer Vehicle Use Agreement**

This form, or its equivalent, is used when a loan vehicle is obtained via a vehicle dealer.

### **TE 03 - Certification for Traffic Education Programs** (signed copy must be attached to TE 04)

*Deadline: July 10 for previous fiscal year (\*white copy).*

Commonly referred to as the “signature page” this form is completed at the beginning and the end of the program. Some of the pages go to the driver license examiner or county treasurer and one copy must be sent to the OPI for reimbursement purposes when the class is completed.

*(\*Refer to color-coded instructions on form for distribution procedures.)*

### **TE 04 - Student List for Traffic Education Programs** (must be attached to TE 03)

*Deadline: July 10 for previous fiscal year (\*white copy)*

This form is completed at the beginning and the end of the program. Some of the pages go to the driver license examiner or county treasurer and one copy must be sent to the OPI for reimbursement purposes.

*(\*Refer to color-coded instructions on form for distribution procedures.)*

### **TE 05 - Application for Approval as a Teacher of Traffic Education** (completed by instructor)

This form must be completed with the renewal of every Traffic Education teacher's regular educator license, regardless if they have an endorsement in Traffic Education.

### **TE 06 - Year End Report**

*Deadline: July 10 for previous fiscal year*

This form can be submitted online through IRIS to the OPI annually. The report provides information from the previous fiscal year and it must be submitted before July 10 in order to receive reimbursement from the OPI.

**Questions? Call (888) 231-9393 ext. 4432 or  
e-mail [fpenner-ray@mt.gov](mailto:fpenner-ray@mt.gov)**



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